



STATE OF INDIANA

Request for Proposal 16-080

ADDENDUM #1

INDIANA DEPARTMENT OF ADMINISTRATION

**On Behalf Of
The Indiana Department of Correction**

**Solicitation For:
Educational and Vocational Services for Adult Correctional
Facilities Statewide and One Juvenile Correctional Facility**

Response Due Date: July 22, 2016 by 3:00 p.m. ET

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Modifications have been made to the RFP document and Attachment F - Technical Proposal. Modifications are in red font.

The following edits have been made to the 16-080 RFP document:

1.14 TYPE AND TERM OF CONTRACT - Modified

The State intends to sign a contract with **one Respondent** to fulfill the requirements in this RFP.

The term of the contract shall be for a period of two (2) years from the date of contract execution. There may be two (2) one-year renewals for a total of four (4) years at the State's option.

The following modifications were made to the 16-100 Attachment F - Technical Proposal:

2.4.13 Adult Educational/Vocational Requirements: Career Technical Education Programs MANDATORY - Modified

Respondent must provide access to career technical education programs that are market-based and market-researched in relation to current and projected employment requires within Indiana. Currently, these programs are three-hundred and fifty (350) hours in duration with students attending morning and afternoon sessions and are open-entry, open-exit. However, the Respondent must be able to implement managed enrollment should IDOC request it. If a Respondent wishes to expand the minimum hours necessary for completion of a career technical program up to 1,000 hours a justification must be attached to the proposal.

Current career technical program allocations are shown below.

Vocational (CTE) Program Locations as of 01Oct16

	BTC	CIF	IREF	ISF	ISP	ISR	IWP	IYC	MCF	MCU	RTC	WCC	WVCF
VOCATIONAL													
Auto Body								x					
Auto Technology				x								x	
Building Manage/Trade		x	x								x	x	x
Business Technology		x	x	x			x	x	x	x	x	x	
Culinary Arts	x		x	x	x		x	x			x	x	
Cosmetology/Bar bering							x				x		
Horticulture		x		x		x			x			x	

2.4.18. Adult Educational/Vocational Requirements: Staffing Levels and Vacancies - **Modified**

The Respondent will provide adequate coverage, including that for staff absences and leaves, to ensure the needs of the inmate population are continually being met; any teacher absent for more than five (5) consecutive educational days shall be replaced with a substitute teacher.

For any teaching position remaining vacant for more than 60 days, the Respondent will pay to IDOC as liquidated damages a daily pro-ration of the teacher's salary beginning with the 61st day.

Current staffing:

Anticipated Slots and Programs 01Oct16			
Minimum Licensed Teacher Slots State Wide, Adults			
Facility	Academic Teachers	Vocational Teachers	Vocational Programs
IREF	1	3	CA, BM, BT
MCU	3	1	BT
BTC	3	1	CA
HTCF	2	0	None
IYC	3	3	AB, CA, BT
ISF	5	4	AT, BT, Hort, CA
WCC	6	5	AT, BT, Hort, CA, BM
RTC	3	4	Cosmo, CA, BM, BT
CIF	2	3	BT, BM, Hort
MCF	8	3	BT, Hort
WVCF	5	1	BM
ISP	3	1	CA
IWP	2	3	Cosmo, CA, BT
ISR	1	1	Hort
TOTALS	47	33	TOTAL: 80
<i>DWD provides fully-funded teachers at IREF, MCU, and HTCF for the purpose of Master Student to Master Employee (MSME)</i>			
<i>Key: CA = Culinary Arts; AT = Auto Tech; BM = Building Maintenance; BT = Business Tech; Hort = Horticulture</i>			

2.4.27. Juvenile Educational/Vocational Requirements: Staffing - **Modified**

The Respondent shall employ a licensed school administrator for the School in consultation with the facility Superintendent. Minimally, this licensed school administrator should possess a Building Level Administrator's license or the equivalent. The administrator shall be designated the principal and educational head of the School. It shall be the duty of the principal to work with the Facility superintendent or designee to coordinate the education program with each juvenile offender's program plan and the Facility's treatment program. The principal shall participate in Facility management meetings and other meetings as required.

The Respondent shall employ staff to cover a regular school term of 248 days. This term does not include holidays off determined using State Holidays as indicated in the holiday calendar published by the State of Indiana. The IDOC reserves the right to reduce the length of the school year provided it has given the Respondent 180 days' notice. The Respondent shall agree to any increase or decrease in the school term when such decrease or increase is pursuant to state or federal law.

All staff shall be qualified, competent, and licensed as required. All teachers shall hold an up-to-date state teaching license. Any teacher assigned to teach a Core Academic subject must be highly qualified as defined by the Indiana Department of Education; more information about the highly qualified designation may be found at: <http://www.doe.in.gov/effectiveness/highly-qualified-teacher-requirements>

The IDOC requires that the Respondent maintain sufficient staff at the School, **including that each teacher must hold a special education licenses**, to deliver special education services to the School that meets the requirements of Federal and State law including Every Student Succeeds Act legislation and services for students with disabilities as required by the Individuals with Disabilities Education Act, 20 U.S.C. Section 1401 et seq.; the Individuals with Disabilities Education Improvement Act of 2004; Section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act of 1990.

The Respondent shall employ sufficient substitute teacher staff to assure that classes are not canceled due to teacher absence.

For any teaching position remaining vacant for more than 60 days, the Respondent will pay to IDOC as liquidated damages a daily pro-ration of the teacher's salary beginning with the 61st day.